



Government of the District of Columbia  
Department of Motor Vehicles  
Washington, DC 20002



## MAIL-IN HEARING

### WHAT IS MAIL ADJUDICATION?

When a motorist receives a parking ticket and wishes to contest, you may come to the Adjudication Services and request a walk-in hearing.

However, sometimes it may not be possible for a motorist to come to the Adjudication Service in person. In that event, mail adjudication may be used.

Please read the instructions below carefully to ensure that each step is followed correctly.

1. You must respond in writing within **30** calendar days from the date on the ticket.
2. Send the original ticket along with your written explanation.

If you “**DENY**” the infraction, you need to enclose factual information or evidence to support your position. Your letter will take the place of an in-person hearing. We will consider your citation as valid and uphold the fine unless your defense to the citation falls within one of the following categories:

- a. You were not the registered owner or lessee of the vehicle at the time the ticket was issued;
  - b. The vehicle or its license plates were stolen at the time the ticket was issued;
  - c. The relevant signs were missing or obscured;
  - d. The relevant meter was broken or inoperable through no fault of the respondent; or
  - e. The stipulated facts in the ticket do not support the charge.
3. Mail adjudication is considered a hearing. You will be notified of the decision within 4-6 weeks.
  4. If you are dissatisfied with your verdict, you may appeal the mail adjudication decision. You must pay any fines and/or penalties owed, and an appeals fee. **All fees are refundable if the decision is overturned or reversed by the Appeals Board.** (See Appeals information sheet for more information).

Please send mail adjudication requests to:

**Adjudication Services  
P.O. Box 37135  
Washington, DC 20013  
Attention: Mail Adjudication**

**REMINDER:** Only parking tickets may be adjudicated by mail.

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**In the Matter of**

\_\_\_\_\_  
**Address**\_\_\_\_\_

\_\_\_\_\_  
**Zip**\_\_\_\_\_

**Telephone #**\_\_\_\_\_

**Tag Number: State:**\_\_\_\_\_

**TICKET NUMBER(S)**

\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_,\_\_\_\_\_

**STATEMENT**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_